



## City of Austin - JOB DESCRIPTION



### Administrative Manager

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10270	<b>Salary Grade:</b>	BA3
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	August 07, 2008

#### Purpose:

Supervise and coordinate activities of a division for management support. Perform a general managerial function that may include risk management, fiscal and materials management, management and program evaluation and provide technical and managerial support to functional divisions in the department.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Direct programs and personnel that provides administrative and managerial support, fiscal management or program planning and evaluation.
2. Make recommendations relating to establishing policies and procedures for the department.
3. Determine goals, objectives and resource requirements for activities within the division.
4. Select, train, and evaluate professional and administrative support personnel.
5. Provide planning and management analysis services.
6. Budget preparation and presentation.
7. Contract monitoring.
8. Economic or business needs forecasting.
9. Conduct management analysis or program evaluation.
10. Develop and implement management techniques.
11. Monitor external regulatory and legal precedents effecting the operation of the division and department.
12. May act as a liaison with human resource, fiscal, risk management, or materials management personnel.

#### Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

#### Minimum Qualifications:

Graduation from an accredited four year college or university with major coursework in Business Administration, Public Administration, Planning, Economics or related field, plus five (5) years experience in a managerial support service function, two (2) years of which were in a supervisory capacity.

Experience may substitute for education up to a maximum of four (4) years.

Masters degree may substitute for two (2) years of the required non-supervisory experience.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.